

Fairgrounds Equipment Usage Form

Organization _____

Contact Person _____ Phone # _____

Date(s) of Equipment Usage _____ to _____

	Equipment Needed		Explanation/Quantity:	For staff use only: #s given if applicable
	Yes	No		
Bleachers *	<input type="checkbox"/>	<input type="checkbox"/>	_____	
Canopy *	<input type="checkbox"/>	<input type="checkbox"/>	_____	
Chairs	<input type="checkbox"/>	<input type="checkbox"/>	_____	
Benches	<input type="checkbox"/>	<input type="checkbox"/>	_____	
Garbage Cans	<input type="checkbox"/>	<input type="checkbox"/>	_____	
Picnic Tables	<input type="checkbox"/>	<input type="checkbox"/>	_____	
Plastic Tables	<input type="checkbox"/>	<input type="checkbox"/>	_____	
Recycle Bins	<input type="checkbox"/>	<input type="checkbox"/>	_____	
Spools	<input type="checkbox"/>	<input type="checkbox"/>	_____	
Other, list item	<input type="checkbox"/>	<input type="checkbox"/>	_____	

Borrower is responsible for damage and must return all equipment in the condition as it was received or will be assessed a fee.

Signature _____ Title _____ Date _____

* To be used at fairgrounds only

Please attach to Fairgrounds Usage Agreement, if applicable.

OFFICE USE ONLY

Approved:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	(Indicate Reason)	
Approved by:	_____		Date:	_____
Post Use Condition	<input type="checkbox"/> Acceptable	<input type="checkbox"/> Unacceptable	_____	_____
Refund S/D	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Inspected By	Date
			_____	_____
Comments:	_____			

Copies to: Fairgrounds
 Requesting Person

Return Form to:
 Rusk County Fairgrounds
 311 Miner Avenue E, Suite S140
 Ladysmith, WI 54848